BY ORDER OF THE COMMANDER
FAIRCHILD AIR FORCE BASE

FAIRCHILD AIR FORCE BASE
INSTRUCTION 33-001

26 MARCH 2014

Communication and Information

LAND MOBILE RADIO (LMR) SYSTEMS
MANAGMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 92 CS Automated Data Processing
Equipment Office (SCOS-A)

Certified by: 92 CS/CC
(Maj Steven P. Brummitt)
Pages: 17

This instruction establishes procedures and assigns responsibilities for the Land Mobile Radio (LMR). Various aspects of the Air Force (AF) Information Security Program, as supplemented by the references below, are consolidated in this instruction. All staff functions within this organization will comply with the policy and procedures established by this instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, and route the AF Form 847s from the field through the appropriate functional chain of command.

This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

Chapter 1

GENERAL

1.1. LMR is defined as: a grouping of communications nets with each net having a defined and specific mission. Each net is a group of radios linked by one or more frequencies. Excluded from LMR systems are fixed radio-alarm monitoring systems and low power systems as defined in Air Force Instruction (AFI) 33-118, *Radio Frequency Spectrum Management.* For definition of terms, see **Attachment 1.**

Chapter 2

RESPONSIBILITIES

2.1. 92 Communications Squadron (CS)/Client Systems Center (SCOS), will:

2.1.1. Manage Fairchild Air Force Base (AFB) LMR devices.

2.1.2. Prepare a base instruction IAW AFI 33-106 and AFI 33-590 that accommodates any specific local base situations.

2.1.3. Designate a location for turning in LMR equipment for Defense Reutilization and Marketing Office (DRMO).

2.1.4. Prepare and maintain a continuity folder/book to include including examples of forms used locally (May be electronically stored).

2.1.5. Review requests for LMR assets before submitting them to the base Command, Control,
Communications and Computer Systems Officer (CSO) and ensure:

2.1.5.1. Requests are capable of satisfying needs.

2.1.5.2. Compatibility with existing equipment is maintained.

2.1.6. Train or provide training materials to all newly assigned Personal Wireless Communication Systems (PWCS) custodians. Additional training will be provided as requested.

2.1.7. Prepare budget requirements for LMR maintenance.

2.1.8. Maintain a database of all LMR assets assigned to Fairchild AFB in Asset Inventory Management (AIM) system.

2.1.9. Ensure condemned equipment has been demilitarized and assist the PWCS Equipment Custodians in preparing proper documentation for turn in.

2.1.10. Assist in preparation of documentation of defective equipment items due to equipment abuse for possible Report of Survey actions.

2.1.11. Advise base and unit contingency planners to ensure deployment plans include LMR usage, maintenance, frequency authorization, and compatibility considerations.

2.1.12. Establish local procedures to request maintenance services. Designate a location for turning in and picking up LMR equipment requiring maintenance.

2.1.13. Advise PWCS equipment custodian to ensure Intrinsically Safe radios are inspected as required.

2.1.14. Ensure the 92 CS/SCOS has inspected each new item before it is placed in service.

2.2. 92 CS RF Transmissions Workcenter (SCOT), will:

2.2.1. **Maintain primary maintenance and support for LMR Trunking system located in Bldg 2040. To include:**

2.2.1.1. Respond to all LMR Trunking System emergency outages within a maximum of 2 hours.

2.2.1.2. Escort any individual needing access to LMR equipment in Bldg 2040.

2.2.1.3. Tier 1 support for LMR Trunking system.

2.2.2. Vehicle LMR Installations to include:

2.2.2.1. Maintain a working tool program with associated tools for designated standard installs.

2.2.2.2. Customer must fund all equipment purchases for install. (i.e. cables, antenna, radio…)

2.2.2.3. Coordinate with Fairchild AFB Vehicle Management prior to any vehicle modifications.

2.2.3. **Conventional radios:**

2.2.3.1. Tier 1 support for all conventional radios associated and located at Fairchild AFB.

2.2.3.2. Maintain a working tool program with associated tools for all standard jobs.

2.2.3.3. Customer must fund all equipment purchases for install. (i.e. cables, antenna, radio…)

2.2.4. **LMR Troubleshooting:**

2.2.4.1. Tier 2 support for handheld and vehicle radio troubleshooting (Note: Customer must fund all service repairs).

2.2.4.2. Provide assistance if needed to 92 CS/SCOS.

2.3. 92 CS/SCOS:

2.3.1. Reprogram and rekey all handheld, base stations, and mobile radios on base.

2.3.1.1. Fairchild AFB LMRs will be rekeyed annually or within 72 hours of notification of a missing radio.

2.3.2. Supplement PWCS accounts at Fairchild AFB with additional radios during exercises.

2.3.2.1. Provide limited assets on a sign out basis to PWCS custodians to support exercise operations. In the event of limited supply, issuance will be in accordance with priority of mission.

2.3.3. Perform Tier 2 support on vehicle radios.

2.3.4. Perform deinstalls of vehicle radios.

2.3.5. Maintain trunking identifications w/ spreadsheet from Base PWCS manager.

2.3.6. Maintain a list of call signs at Fairchild AFB.

2.3.7. Designates priority of frequencies.

2.4. 92 CS/SCXP Installation Spectrum Manager will:

2.4.1. Appoint an Installation Spectrum Manager IAW AFI 33-580, *Electromagnetic Spectrum Management*, paragraph 1.5.4.1.

2.4.2. Meet with all unit points of contact (POC) annually to discuss current spectrum management issues and conduct customer education.

2.4.2.1. Maintain a current POC listing (name, unit, electronic mail [E-mail], address, and phone number) for each unit.

2.4.2.2. Ensure using activities, requestor program/project offices, etc. obtain spectrum supportability guidance prior to entering into a contractual obligation for all electromagnetic spectrum dependent systems.

2.4.3. Process frequency proposals and applications for equipment frequency allocations, and ensure submission through the appropriate command channels.

2.4.4. Provide spectrum management assistance and interpret guidance to host installation and tenant activities.

2.4.5. Review installation operation plans and requirements documents, and obtain frequency support through command channels. Additionally, Installation Spectrum Managers (ISM) must contact monthly:

2.4.5.1. Wing Plans and Programs office (XP), 92 CS SCX Plans and other planning offices to obtain information about new equipment and installations.

2.4.6. Ensure contractor activities using AF frequencies to support AF requirements follow AF policies for electromagnetic spectrum use.

2.4.7. In cooperation with using activities, verify frequency assignment requirements, validate existing frequency assignment parameters and submit appropriate modifications, renewal or deletion actions according to AFMAN 33-120, and United States Military Communications Electronic Board PUB 7 through the appropriate Major Command (MAJCOM).

2.4.8. Coordinate spectrum use with the DoD Area Frequency Coordinators for any system, including airborne operations, within the AFC's Area of Responsibility. Particular attention is given to the radio horizon where it extends into the DOD AFC geographical boundaries.

2.4.8.1. Coordinate with coordination with Federal Aviation Administration (FAA) or Federal Communications Commission (FCC) will be required when requests are needed in specified band widths AFMAN 33-120 Para. 5.2 Table 5.2.

2.4.9. The ISM is responsible to maintain and keep current their respective records in the Frequency Resource Record System (FRRS).

2.4.10. Investigate and resolve all interference complaints made by using units, by means of the interference checklist given by MAJCOM IAW AFI 10-707.

2.5. PWCS equipment custodians will:

2.5.1. Be appointed in writing (Attachment 2) by their unit commander or designated representative to serve as a central point of contact within the organization to conduct

business with the 92 CS/SCOS, including LMR malfunctions, purchases, etc.   Unit commanders will be responsible to ensure that replacement PWCS custodians are appointed prior to current personnel being relieved of their duties, maintaining continuity within their units. The PWCS custodian or alternate will be responsible for any actions involving their LMRs.   Personnel other than the PWCS custodians may conduct business with the 92 CS/SCOS if coordinated in advance.

2.5.2. Ensure all LMR equipment is properly used and all excess LMR equipment is promptly turned in to 92 CS/SCOS, by appointments only. Appointments can be scheduled by calling 509-247-1124.

2.5.3. Ensure Intrinsically Safe radios are inspected as required.

2.5.4. Prepare, coordinate, and send requirements for new LMR equipment to 92 CS/SCOS via Work Order Management System (WOMS) for verification and presentation to the CSO.

2.5.5. Prepare and coordinate documentation for turn-in or transfer of LMR equipment. All actions will be coordinated with 92 CS/SCOS.

2.5.6. Ensure the 92 CS/SCOS has inspected each new item before it is placed in service.

2.5.7. Promptly report all lost or damaged equipment to the unit's Report of Survey monitor and the 92 CS/SCOS. If reports of survey or cash collection vouchers are required, prepare and provide a copy to the 92 CS/SCOS and keep copy for your records.

2.5.8. Be accountable for all LMRs assigned to the account. Report all unrecorded or unauthorized equipment to the 92 CS/SCOS. LMR equipment not properly maintained in AIM will not be repaired, serviced, or supported by 92 CS.

2.5.9. Ensure sufficient batteries, antennas, battery chargers, mobile harnesses, microphones, mounting brackets, and other accessories are available for maximum use of assets. These items are obtained through normal supply channels.

2.5.10. Ensure that all malfunctions of base stations, remote control units, and other fixed LMR equipment are promptly verified and reported to the Communications Focal Point (CFP) and provide assistance to maintenance personnel if required.

2.5.11. Deliver malfunctioning LMRs and other items of equipment to CFP for Tier 1/2 troubleshooting, building 2245, by appointments only during customer service hours (0830-1500, Monday through Friday).   Installations and/or removals must be coordinated in advance. Units should not hold equipment for turn-in until quantity needs maintenance (batch processing). Operator maintenance is **NOT AUTHORIZED** and user attempts to install, remove, repair or tamper in any way with LMR equipment may void warranty responsibilities and/or result in pecuniary liability to the individual.

2.5.12. Complete a full inventory of all LMR equipment by 1st June annually. Send a copy of signed inventory with new appointment letter and training certificate to 92 CS/SCOS with all changes and corrections. It is the unit's responsibility to initiate actions to reconcile changes or corrections with 92 CS/SCOS.

2.5.13. Report frequency requirements to the base frequency manager at 509-247-1010.

2.5.14. Implements a unit-level customer education program, using training materials provided by the ECO. Coordinates OPSEC and COMSEC training activities with base/unit

OPSEC and COMSEC managers. Document training in applicable AIS. (spreadsheet, MFR, etc.). Training slides can be acquired though 92 CS/SCOS.

2.5.14.1. Briefs PWCS users on the proper use of PWCS equipment, as outlined in DoDD 8100.02; and applicable local policies and document training in applicable AIS. (spreadsheet, MFR, etc.).

2.5.14.2. Briefs PWCS users on the proper use of PWCS equipment, as outlined in DoDD 8100.02; and applicable local policies and document training in applicable AIS. (spreadsheet, MFR, etc.).

2.5.14.3. Briefs unit PWCS users annually on the monitory consent requirements outlined in AFI 10-712. Document training in applicable AIS. (Spreadsheet, MFR, etc.).

2.5.15. Immediately report spectrum interference incidents to wing spectrum manager IAW AFI 10-707, *Spectrum Interference Resolution Program,* for possible SIR reporting.

2.5.16. Perform immediate operational checks of all LMR equipment before turning equipment in and after picking equipment up from maintenance. Report all discrepancies to CFP.

2.5.17. Initiate LMR equipment replacement action when necessary.

2.5.17.1. Verifies PWCS requirements with the ECO prior to expending funds for any PWCS assets and submits unit PWCS requirements to the ECO for technical solutions according to MPTO 00-33D-3003.

2.5.18. **Maintain a net folder or Electronic File IAW AFMAN 37-139,** *Records Disposition Schedule,* **with the following information:**

2.5.18.1. Tab 1. Appointment letter and Training certificates.

2.5.18.2. Tab 2. Inventory.

2.5.18.3. Tab 3. 1297s.

2.5.18.4. Tab 4. Spreadsheet of trained personnel (Proper use of PWCS devices and Consent to monitor outlined in AFI 10-712).

2.5.18.5. Tab 5. Memorandum for record.

2.5.18.6. Tab 6. Training materials.

2.5.19. Ensure rechargeable (NiCad) batteries are replaced as needed. Batteries should be purchased in bulk quantities, when possible, to reduce costs. When batteries are no longer serviceable (when they will not hold a proper charge and re-conditioning will not restore them to usable levels), it is the equipment custodian's responsibility to ensure that they are disposed of properly and to purchase replacements.

2.5.20. Ensure batteries are properly disposed of before turning in assets for DRMO. 92 CS/SCOS will not accept any equipment with batteries.

2.5.21. Consults with host Wing COMSEC manager and IA on information assurance issues. Information protection will be accomplished according to DoDD 8100.02 and AFI 33-201, Volume 1 (FOUO).

2.5.22. Ensures appropriate Designated Accrediting Authority approval is obtained as required by DoDD 8100.02 and AFI 33-200, and that the System Security Authorization Agreement is updated to include PWCS devices which connect to the DoD Information Network. Consult with the CSO or Communication Focal Point.

2.5.23. Conducts annual reviews of existing PWCS assets to ensure requirements are still valid, i.e. low usage devices are still required and heavy use assets are not being abused.

Chapter 3

PROCESSING REQUIREMENTS:

3.1. Frequency Assignments - the allowance for an LMR network does not include frequency assignment. Frequencies will be assigned according to AFI 33-118 and must be assigned before purchasing radios requiring a new frequency. Organizations requiring a new radio frequency will contact the base frequency manager before submitting WOMS request or AF Form 601, **Equipment Action Request,** for LMRs. Frequencies will be shared, when possible.

3.2. The equipment custodian will submit requirements through the 92 CS/SCOS (509-247-1124). WOMS, **C4 Systems Requirement Document,** and AF Form 601/AF Form 9 will be used for upgrades, new requirements, and replacement requirements not previously validated in the base 5 year replacement program. Only an AF Form 601/AF Form 9 is required for replacement requirements that have been previously validated in the 5-year replacement plan.

3.2.1. Department of Defense (DD) Form 1348-6, **DoD Single Line Item Requisition System Document,** used to ensure sufficient data is available for base supply/contracting to procure proper LMR equipment and supplies.

3.2.2. AF Form 9, used to purchase LMR equipment directly from the vendor through the base contracting squadron.

3.2.3. AF Form 601, used to purchase LMR equipment through the standard base supply system (SBSS).

3.2.4. AF Form 2005, **Issue/Turn-in Request,** used for requesting expendable equipment or supply items.

3.2.5. WOMS.

3.3. The CSO or designated representative will evaluate each request for standardization, technical adequacy and compatibility, and cost effectiveness. All new requirements will be engineered to fulfill the requirements stated in WOMS. If the requirement will be approved at base level, engineering is the responsibility of the 92 CS/SCOS. Requirements to be validated at base level and forwarded to the host MAJCOM or higher will include preliminary engineering documentation. This documentation should include such things as antenna gain, transmit and receive frequency power output, site elevation above mean sea level, antenna height above ground , and power and frequency of antennas to have co-located with other LMR equipment.

3.4. The 92 CS/SCOS-A and 92 CS/SCOT offices will continually analyze local LMR requirements and ensure local procedures restrict acquisition of LMR equipment to mission-essential requirements. No equipment will be procured or added to existing LMR nets without proper need and justification. The base CSO will validate, approve, or disapprove LMR requirements.

3.4.1. Replacement requirements are approved by the CSO. The PWCS equipment custodian will submit WOMS request to 92 CS/SCOS-A. The requiring unit must provide funding for LMR assets. The unit resource advisor will place a funds availability statement on the AF Form 601/AF Form 9 prior to submitting to the 92 CS/SCOS.

Chapter 4

OPERATIONS

4.1. LMR nets will be operated in accordance with Allied Communications Publication (ACP) 125, *Communications Instructions-Telephone Procedures.* Transmission should always be brief, concise and accurate. Operating procedures in ACP 125 and AFKAO-1, *USAF Voice Call-Sign Instructions,* will be used.

4.2. Net impairment can be caused by equipment failure. Report problems to the PWCS equipment custodians, Communications Focal Point or 92 CS/SCOS for diagnosis prior to SIR reporting.

4.3. LMRs are extremely vulnerable to interception by third parties. All users must follow proper INFOSEC techniques. **Never discuss classified information on any LMR other than those using Type 1 encryption**. Some of our nets require protection of information by Data Encryption Standard (DES). The DES equipment will be used to protect sensitive, but unclassified, national security-related information. It cannot be used to protect classified transmissions.

4.4. LMRs, other than intrinsically safe LMRs, should not be used in or near hazardous operating areas, such as aircraft alert areas; munitions storage and handling areas; petroleum, oil, and lubricants (POL) refueling zones; and other areas outlined in AFMAN 91-201, *Explosive Safety Standards.* **Only intrinsically safe certified, operated, maintained, and marked LMRs will be operated within 50 feet of fuel or refuel environments.**

4.5. A Citizens Band radio is a citizen's service and should not be used to conduct official government business. The use of Citizens Band radio by the AF is generally not authorized.

Chapter 5

LMR CALL SIGNS

5.1. LMR call signs will be used IAW AFI 33-217.

5.1.1. Use a spoken English language dictionary word as the basic call sign with a single- or two-digit suffix. Aircraft call signs are restricted to four- to six-letter words; other call signs use one or two words with a maximum of 15 characters. Air Force Cryptological Aids Operations (AFKAO-1)(H) and Voice Call Sign List Instructions (VCSLI), Annex A, permit certain minor deviations.

5.1.2. Use Voice Call Signs (VCS)s to identify military aircraft, organizations, activities, bases, units, operational facilities, staff personnel, and geographical locations when establishing and maintaining voice communications.

5.1.3. Use changing call signs to the maximum extent practicable to enhance the security of AF operations.

5.1.4. Direct the mandatory use of changing call signs for classified operations and missions; during exercises and contingency operations; and while conducting research, and development testing and evaluation programs.

5.1.5. **DO NOT** use the term "Air Force" (e.g., "Air Force One," "Air Force Rescue," etc.) or the acronym of a MAJCOM's name, or any other acronym, abbreviation, or phonetic alphabet as a call sign prefix except as specifically authorized in AFKAO-1(H) and VCSLI. *NOTE:* Commanders must ensure operations security is considered before requesting static call sign assignments or other unchanging variations outlined in AFKAO-1(H) and VCSLI, Annex A, instead of changing call signs (see AFI 10-1101, *Operations Security (OPSEC)).*

5.1.6. Submit call sign requests only to meet mission requirements.

5.1.7. Coordinate with the Air Force Voice Call Sign Program Management Office (VCSPMO) if an unusual circumstance dictates obtaining a call sign from the FAA.

5.2. 92 CS/SCOS-A will have the final saying in approval/disapproval of all call sign requests.

Chapter 6

PROCEDURES

6.1. Requesting organization will:

6.1.1. Submit a copy of Attachment 3 to 92 CS/SCOS via electronic means or conventionally. (E-mail address is 92 CS/SCOS Asset Management), or in person: COMM. 509-247-1124 DSN 657-1124.

6.1.1.1. Submit call sign requests only to meet mission requirements.

6.1.1.2. Call signs must be a spoken English language dictionary word with a single or two digits suffix.

6.1.1.3. Call signs can be an acronym, abbreviation, or phonetic alphabet as long as it pertains to the job.

6.1.1.4. **DO NOT** use or request personalized call signs.

6.2. The 92 CS/SCOS will:

6.2.1. Process the request and reply to the requester's LMR equipment custodian within five duty days.

6.2.2. Disapprove requests for duplicate call signs.

6.2.3. Notify units when a call sign is no longer available for their use due to higher authority directive.

6.2.3.1. All call signs currently approved by 92 ARW/CC in all Post Priority Charts in the 2012 Integrated Defense Plan should be considered in use due to higher authority directive.

6.2.4. Update the master LMR Call Sign: Document and distribute to requesting organizations on an as needed basis.

6.2.5. Provide to the unit PWCS equipment custodians, via electronic or conventional means, a master LMR Call Sign Document during May for recertification purposes.

6.2.5.1. Master LMR call sign list is considered FOUO and transmission protection will be considered for ALCON.

6.2.6. Call signs must be recertified annually by 2nd June.

6.3. Recertification:

6.3.1. Unit PWCS equipment custodians are required to recertify, through 92 CS/SCOS office, all assigned call signs annually by 2nd June. This will be accomplished by returning, via electronic or conventional means, the master LMR Call Sign Document distributed by the 92 CS/SCOS office.

6.4. Conflict resolution:

6.4.1. In the event a requested call sign is already in use, it will be the responsibility of the requesting organization to de-conflict with the existing user or resubmit a request for a different call sign.

BRIAN M. NEWBERRY
Colonel, USAF
Commander, 92d Air Refueling Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

No prescribed forms.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACP—Allied Communications Publication

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AIM—Asset Inventory Management

CFP—Communications Focal Point

CS—Communications Squadron

CSO—Command, Control, Communications and Computer Systems Office

DES—Data Encryption Standard

DoD—Department of Defense

DRMO—Defense Reutilization and Marketing Office

E-mail—Electronic Mail

Terms

Automatic Data Processing Equipment/Data System (ADPE)—Office responsible for disposition of all Information Technology assets on base.

Ancillary Equipment—External components of an LMR, such as microphones, speakers, battery chargers, antennas, key variable loaders, etc.

Base Station—A fixed piece of equipment capable of two-way communications to selectively or broadcast call one or more users. It may be operated locally or from a distant location by a remote control unit.

Base Support Radio (BSR)—Pagers and two-way radios used at a single location and not intended for deployment.

Computer Based Training (CBT)—E-learning comprises all forms of electronically supported learning and teaching.

Command, Control, Communications and Computer Systems Officer (CSO)—The individual responsible to the 92 ARW Commander for all matters relating to LMR Systems management.

Data Encryption Standard (DES, DES-XL)—An encryption feature which provides limited protection from interception for the transmissions of unclassified but sensitive national security related information. Not for dissemination of classified information.

Defense Reutilization and Marketing Office (DRMO)— Recycling of all Information Technology assets.

Fascinator—A National Security Agency (NSA) approved Type 1 encryption to provide COMSEC protection to LMR transmissions to pass classified information. Users requiring Type 1 encryption will identify this requirement to LMR Systems Management.

Intrinsically Safe (IS) Radios—Radios that are certified not to release a sufficient amount of thermal energy necessary to cause ignition of a specific flammable or combustible atmospheric mixture in an ignitable concentration.

Mobile Radio—A two-way radio which operates in a vehicular environment and is capable of single or multi-channel capacity.

Monitor, Receiver, or Scanner—A radio receiver capable of monitoring one or more frequencies.

Net Manager—The individual responsible for managing a specific LMR Net in accordance with the policies and procedures established by this and other directives. The LMR Systems Manager is the net manager for the Central Base Pager Net.

Network (Net)—A collection of LMR assets linked by one or more frequencies used to assist coordination of a single function.

Portable Radio—A two-way hand-held radio capable of single or multichannel operation.

Personal Wireless Communication System (PWCS)—Trunked or Conventional radios, cell phones, pagers.

Remote Control Unit (RCU)—A unit which provides the capability to key the base station from a remote location. It also allows for multiple users, usually called sub-net control locations.

Repeater—A fixed radio with separate transmit and receive frequencies in a special configuration which retransmits all communications entering its receiver.

Work Order Management System (WOMS)—, electronic document which identifies, describes, and justifies the need for communications-computer systems facilities, equipment, and services.

Attachment 2

PWCS EQUIPMENT CUSTODIAN APPOINTMENT LETTER

MEMORENDUM FOR 92 CS/SCOS PWCS

FROM:

SUBJECT: Appointment of PWCS Custodians/Alternates, Account #

1. Effective (30 May 2012), the following individuals are appointed as equipment custodians (ECs) for PWCS assigned to this organization, in accordance with AFI 33-106 and AFI 33-118.

	Primary	Alternate
Grade/Name		
Org/Office		
Bldg/Room		
Street Address		
Base		
Account #		
Phone #		
Fax #		
E-Mail Address		

2. This account does not have classified items. The above personnel are not authorized to sign for classified items

3.   I understand and will ensure that a replacement for any of the above individuals will be appointed soon enough to ensure the Base PWCS office has adequate time to train a replacement. Replacement will conduct hands-on serialized inventory no later than 45 days prior to the original individual separating, being transferred to another unit/base (PCS/PCA), or departs on a leave or TDY in excess of 45 days.

JOHN H. DOE, Major, USAF

Commander, 92d Communications Squadron

Attachment 3

CALL SIGN REQUEST APPLICATION

LMR Call Signs For Requesting Squadron				Date:	
Call Signs	Zone	Unit	Position	Office Symbol	DSN
CONVENTIONAL EXERCISE CALL SIGNS					
NUCLEAR EXERCISE CALL SIGNS					